



STORM / SEWER / WATER / BACKFLOW UTILITIES PERMIT APPLICATION

Form last
updated
Jan 2020

Physical Address:

Auburn City Hall Annex, 2nd Floor
1 E Main St

Mailing Address:

25 W Main St
Auburn, WA 98001-4998

Webpage & Application Submittal:

www.auburnwa.gov
applications@auburnwa.gov

Phone and Email:

Phone: (253) 931-3090
permitcenter@auburnwa.gov

PROJECT INFORMATION

Single Family Residence Commercial Duplex Multifamily: # of units _____
Job Site Address: _____ Zip: _____ Lot #: _____
Owner/Tenant Name: _____ Parcel #: _____
Complex Name: _____ Building #: _____ Suite #: _____
For Condominiums – Building Name: _____ Unit #: _____
For Mobile/Manufactured Homes – Park Name: _____ Space #: _____

**Complete the
Attachments for each
of the following Work
to be performed:
(check all that apply)**

Stormwater

Sewer

Water

Backflow Assembly

APPLICANT

Owner Contractor Other _____
Name: _____
Address: _____ City: _____ State/Zip: _____
Phone: Home/Work: _____ Mobile: _____
Email: _____

OWNER

Name: _____
Check this box if this is the primary contact
Contact Person: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
E-mail: _____

CONTRACTOR

Company Name: _____
Check this box if this is the primary contact
Contact Person: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ E-mail: _____
Auburn Business Lic#: _____ WA UBI#: _____

IS ANY WORK WITHIN THE PUBLIC ROW? No **Yes** If Yes, Construction Permit required
IS ANY WORK LOCATED IN A CRITICAL AREA? No **Yes** If Yes, Grading Permit required

I certify that I have read this application and its attachments and declare under penalty of perjury that the information contained herein is correct and complete. I agree to comply with all city and county ordinances and state laws relating to building construction and hereby authorize representatives of this city to enter upon the above mentioned property for inspection purposes. I am either the owner of the property on this permit application, the Washington State registered contractor for the work, or I represent the owner or contractor as signified above and am acting with the owner's/contractor's full knowledge and consent.

SIGNATURE: _____ **PRINTED NAME:** _____ **DATE:** _____



OWNER LETTER OF AUTHORIZATION

Updated
June 2019

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(A copy of this letter must be submitted for each property owner involved)

I, _____, declare under penalty of perjury under the laws of the State of Washington as follows;

1. I am (*select one*) ☐ the owner of the property that is the subject of the application or ☐ the owner is a corporation, organization, or public agency and submitting this authorization is within the scope of my authority to act on that entity's behalf for the property located at _____ for the following scope of work _____.

2. All statements, answers, and information submitted with this application are true and correct to the best of my knowledge and belief.

3. I acknowledge that approval of this application may be subject to conditions as specified on the approval documents.

4. I agree to hold the City of Auburn harmless as to any claim (including costs, expenses and attorney's fees incurred in the investigation of such claim) which may be made by any person, including the undersigned, and filed against the City of Auburn, but only where such claim arises out of the reliance of the City, including its officers and employees, upon the accuracy of the information provided to the City as part of this application.

5. I hereby grant permission for representatives of the City of Auburn and any other Federal, State, or local unit of government with regulatory authority over the project to enter onto my property to inspect the property, take photographs, and post public notices as required in connection with review of this application and for compliance with the terms and conditions of permits and approvals issued for the project.

6. Regarding this application, the following individuals are appointed to act as my agent, or as the agent of the entity I represent: _____.

X

Signature

Title

Printed Name

Date

City and State where signed

Email

Phone

Address

STORM PERMIT ATTACHMENT

DESCRIPTION OF STORMWATER WORK

STORM CONTRACTOR

Same as Page 1 of Application

Company Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Mobile: _____

E-mail: _____

Auburn Business Lic#: _____ WA UBI#: _____

CHECK ALL THAT APPLY:

New Development

Redevelopment

Grading Only

Work in Critical Area or Its Buffer

Storm Drain Repair/Relocation/Demolition

Notes:

SF = square feet

CY = cubic yards

Single-family residential projects adding or disturbing 500 sf or less may not require a permit, unless in a critical area or its buffer.

For Information Only

<2,000 sf new/replaced hard surface or < 7,000 sf disturbed	Level 1
2,000 – 4,999 sf new/replaced hard surface or ≥ 7,000 sf disturbed	Level 2
≥ 5,000 sf new hard surface or 0.75 acres native vegetation converted or ≥ 5,000 sf new/replaced hard surface and value of improvements > 50% assessed value	Level 3

Total Area of New Onsite Hard Surfaces (SF): _____ - for System Development Charge calculation

Total Area of New and/or Replaced Hard Surfaces (SF): _____

Note: If 2,000 SF or more, Grading Permit required

Total Area to be Disturbed (SF): _____

Note: If 7,000 SF or more, Grading Permit required

Total Cut and/or Fill to be Added/Removed (CY): _____

Note: If more than 500 CY, Grading Permit required

SEWER PERMIT ATTACHMENT

DESCRIPTION OF SEWER WORK

SEWER CONTRACTOR

Same as Page 1 of Application

Company Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Mobile: _____

E-mail: _____

Auburn Business Lic#: _____ WA UBI#: _____

CHECK ALL THAT APPLY: **New Connection** **Side Sewer Repair** **Side Sewer Relocation**
 Side Sewer Capping **Tenant Improvement** **Grinder Pump** **Grease Interceptor (External)**
 Oil/Water Separator

System Development Charge Information: *Attach King County Sewer Use Certification form for New Connection or for fixtures being added as part of Tenant Improvement. If fixtures being removed as part of Tenant Improvement, attach separate King County Sewer Use Certification form itemizing fixtures to be removed.*

NOTE: For Grease Trap (internal) or Backwater Valve to be installed, please complete the [Mechanical/Plumbing Application](#) instead of this Utility Permit Application.

Is this use temporary (e.g., permitted construction stormwater or groundwater discharge)? No **Yes**

If **Yes**, the period of discharge is anticipated to be from _____ (date) to _____ (date)

WATER PERMIT ATTACHMENT

DESCRIPTION OF WATER WORK

WATER CONTRACTOR

Same as Page 1 of Application

Company Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Cell: _____

E-mail: _____

Auburn Business Lic#: _____ WA UBI#: _____

CHECK ALL THAT APPLY:

NEW WATER METER CONNECTION (check all that apply)	RESIDENTIAL SINGLE-FAMILY & DUPLEX DOMESTIC	MULTI-FAMILY AND NON- RESIDENTIAL DOMESTIC	IRRIGATION	FIRE LINE CONNECTION ¹
How many meters?				N/A
Size of meter (inches)?				N/A
Existing Meter Box?	Yes No	Yes No	Yes No	N/A
Chemicals Added?	N/A	N/A	Yes No	Yes No
Backflow Assembly Permit Required ²	N/A	RPBA ³	RPBA ³ DCVA ⁴	RPBA ³ DCVA ⁴

¹ Additional Fire Permits (Underground, Fire Sprinkler) may be required – use Fire Application.

² **Complete Backflow Assembly Permit Attachment.**

³ Reduced Pressure Backflow Assembly (RPBA) is required for all multifamily and non-residential domestic service and for any irrigation or fire line where chemicals are added.

⁴ Double Check Valve Assembly (DCVA).

OTHER WATER PERMIT REQUESTS:

Meter Removal (by City, meter box remains)

Meter Relocation (by City)

Service Abandonment (by City, disconnected at main)

Service Alteration/Repair (by Applicant)

Hydraulic Modeling

New Fire Hydrant

Well Abandonment

Exempt Well

Deduct Meter

Other: _____

BACKFLOW ASSEMBLY PERMIT ATTACHMENT

DESCRIPTION AND LOCATION OF BACKFLOW ASSEMBLY WORK

BACKFLOW CONTRACTOR

Same as Page 1 of Application

Company Name: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Office Phone: _____ Cell: _____

E-mail: _____

Auburn Business Lic#: _____ WA UBI#: _____

CHECK ALL THAT APPLY:

NEW BACKFLOW ASSEMBLY (check all that apply)	RESIDENTIAL SINGLE-FAMILY & DUPLEX DOMESTIC	MULTI-FAMILY AND NON- RESIDENTIAL DOMESTIC	IRRIGATION		FIRE LINE CONNECTION	
			Yes	No	Yes	No
Chemicals Added?	N/A	N/A				
Type of Backflow Assembly Required ¹	N/A	RPBA ²	RPBA ²	DCVA ³	RPBA ²	DCVA ³
Size of Backflow Assembly (inches)?						

¹ All backflow devices shall be installed adjacent to and on the customer side of the water meter unless City approves alternate location. Contact the City's **Cross Connection Specialists at (253) 931-3048** to discuss specific location.

² Reduced Pressure Backflow Assembly (RPBA) is required for all multifamily and non-residential domestic service and for any irrigation or fire line where chemicals are added.

³ Double Check Valve Assembly (DCVA).

NOTE: For backflow devices to be installed on individual internal plumbing devices, please complete the [Mechanical /Plumbing Application](#)